

Key items & events

Payroll cycle decisions are reached

State Government - Citing the tight implementation timeline (payroll goes live in April 2003), the State Government Payroll Team elected to wait until *PeopleSoft* is fully implemented before determining whether its payroll cycle should be changed – this review is expected to begin in the fall of 2004.

Higher Education - At its Nov. 20 meeting, the Higher Education Executive Steering Committee revisited and reaffirmed its September 17 decision to move to a semi-monthly payroll cycle with an 8-day lag period.

This decision was also presented to the Chancellor's Cabinet for information purposes. The Chancellor's Cabinet took no action on the decision of the Higher Education Steering Committee.

Note: Under the organizational structure of the project, decisions are made at the lowest level possible, thus the Cabinet was not required to act on this decision.

This decision was presented to the State Board of Higher Education (SBHE) on Nov. 22 for the purpose of amending SBHE Human Resource Policy 5.2 to allow for pay dates of the 8th and 23rd. The SBHE approved the amendment to NDUS HR Policy 5.2 upon introduction and first reading. The requirement of a second reading was waived.

PeopleSoft demonstrations

On Tuesday, Nov. 5, PeopleSoft conducted student and faculty demonstrations. We are currently working with PeopleSoft to develop a better quality recording of the session. In the meantime, the session is available on the website.

December ConnectND IVN updates

Thursday, Dec. 12 (8-8:50 a.m.)

Note: Only one update session is scheduled this month. Specific locations are indicated on the [calendar](#).

Timeline

What is the current status of the ConnectND project?

In their Nov. 22, 2002, report, the Project Oversight team reported that:

- The overall project is on time and on budget;
- Project Deliverables are on-track;
- There are no scope issues or risks impeding the project at this time; and
- There are currently no risks impeding the project at this time.



How is ConnectND being implemented?

Under the leadership of a State Executive Steering Committee (co-chaired by Donna Thigpen, President, Bismarck State College and Rod Backman, Director, Office of Management and Budget) and with the help of our implementation partner, *MAXIMUS*, the project is being implemented using a five-phased approach:

1. Initiation – Complete
2. Design – Through 12/3/02
3. Development – Through 3/15/03
4. Migration – 10/7/02/02 to 5/15/03
5. Post Production – 10/7/02 to 8/29/03

When will ConnectND be implemented?

Implementation began at the Mayville State University and Valley City State University pilot sites with the *Campus Community Planning, Campus Portal, Recruiting, and Admissions* modules on Oct. 7, 2002 For those two institutions, the following system components will all be live by April 2003: *Other Student Administration Modules, Financial System, and Human Resource Management System.*

The Office of Management and Budget, the state's pilot site, is also scheduled to begin running certain systems (including payroll) by April 2003.

The entire statewide implementation for the remaining agencies and institutions is scheduled to be complete by the third quarter of 2004.

Has end-user training been scheduled?

End-user training is to be scheduled using a just-in-time approach.

State government communication letter

On Nov. 22 state government Agency Heads, Fiscal Officers, Human Resource Contacts, IT Coordinators, Subject Matter Experts, IT Planning, Payroll Contacts, and Technical Contacts received background information on the ConnectND project. In addition to replacing the SAMIS and payroll systems, a major goal of Connect ND is to replace as many of the shadow systems that exist throughout state agencies as possible. It will also provide a statewide human resource system.

The Office of Management and Budget is the state's pilot site and is scheduled to 'go live' by April 2003 with statewide payroll.

The state government portion of ConnectND is organized into three teams: Financial, managed by Chuck Lang, OMB; Human Resources Management System, managed by Ken Purdy, Central Personnel; and Technical, managed by John Wohl, ITD.

Words & acronyms

ERP—“Enterprise Resource Planning” System or “Enterprise Resource Package.” Essentially, it means an administrative software system that covers the entire enterprise – from students to employees to financial management. While our current administrative systems (commonly known as SAMIS or CICS) were developed long before “ERP” was even thought of, they are essentially our ERP today.

MAXIMUS— Founded in 1975, serves as the implementation partner on the Connect North Dakota Project, and will be responsible for developing an implementation and deployment plan that addresses the major business areas, key agency and campus participants and critical project completion dates.

PeopleSoft— Founded in the mid-1980s, this company builds applications on a client-server platform instead of using the traditional mainframe. This product should provide both the state and the university system with the ability to operate within a real-time environment on a system-wide basis.

Web-streamed—Recorded live and broadcast real-time via the Internet to those who cannot be at the event location.

Can't make IVN meeting dates?

The IVN sessions are captured and recorded through webstreaming. Use the [video archive](#) to view a missed session at a later date.

About ConnectND

What is ConnectND?

The CONNECT ND project is the implementation of *PeopleSoft's* ERP system that will replace North Dakota's current administrative computer systems. The ERP system will serve as the administrative systems for the entire enterprise – from students to employees to financial management.

Who is involved in ConnectND?

All of North Dakota State Government, including the North Dakota University System, is involved in this project.

How is the ConnectND project organized?

The project has been organized by module (functional area) into three state groups (Financial, Human Resources Management System, and Technical) and four higher education groups (Financial, Human Resources Management System, Student Administration, and Technical).

State Government Makes Business Unit Decision

The State of North Dakota has decided to use the Business Unit field to represent each state agency within its new PeopleSoft Financial System. This is probably the most important decision for the State's financial modules team and made after a great deal of thought and testing.

The Business Unit field, along with its related Set ID, is a key control element for PeopleSoft Financials. Business Unit is used by the system to limit access to accounts, funds, programs and projects. Many of the delivered reports and processes are run at the Business Unit level. Inter-departmental entries are created based on the Business Unit. Security is also keyed on Business Unit.

Probably the most important use of the Business Unit field is in tableset sharing. Tableset sharing in PeopleSoft means that different Business Units can optionally share control tables. For the State of North Dakota this is particularly important for chartfields. Account numbers, which will be shared by each agency, will only have to be set up once. Departments, which in PeopleSoft will be equivalent to the Cost Center in SAMIS, are unique to each agency. When performing data entry, each agency will only be able to see and use their limited set of department numbers.

Having multiple Business Units does require more initial set-up. Because of the additional set-up, there was some consideration given to using one Business Unit to represent all of the state agencies. But after testing, it became apparent that the additional functionality gained through the use of multiple business units outweighed the cost of a little extra setup work in the beginning.

Links mentioned

• **Calendar:** www.nodak.edu/connectnd/index.php?module=PostCalendar

• **FAQ:** <http://www.ndsu.nodak.edu/connectnd/> (click on tab FAQ)

• **Payroll—Higher Education Decision Paper:**
http://www.nodak.edu/connectnd/repository/design/payroll_schedule_8-day_lag_100102.pdf

• **Payroll Schedule Q&A:**
http://www.nodak.edu/connectnd/modules.php?op=modload&name=FAQ&file=index&myfaq=yes&id_cat=11&categories=Payroll&parent_id=0

• **Payroll—State Decision Paper:**
<http://www.nodak.edu/connectnd/repository/design/StatePayroll/CycleRec.pdf>

• **PeopleSoft Demo - student & faculty:**
<http://www.nodak.edu/connectnd/modules.php?op=modload&name=Downloads&file=index&req=NewDownloadsDate&selectdate=1036531284>

• **State Communication Letter**
<http://www.nodak.edu/connectnd/repository/design/StGovProjProg-11-22-02.pdf>

• **Video archive:**
<http://www.ndsu.nodak.edu/connectnd/modules.php?op=modload&name=Downloads&file=index>

• **Web-streamed:**
<http://www.ndsu.nodak.edu/connectnd/repository/development/CalendarEscalation.pdf>



More information, questions or comments: www.nodak.edu/connectnd
Jean Ostrom-Blonigen, ConnectND Project Communications Manager
701-231-9413; email Jean.Ostrom-blonigen@ndsu.nodak.edu

Vendor File Shared by State Agencies and University System

One of the more challenging decisions for the ConnectND Financials teams was the decision to implement a single Vendor File/Record to be shared by both the State Agencies and the University System. With the implementation and rollout of PeopleSoft Financials, the State Agencies and University System's financial data will be housed in a single integrated database. The single database design provides the State with additional options for configuring the system and sharing data, which led to the discussion of how many separate vendor files should be created and maintained in PeopleSoft.

Currently, for the State Agencies, there are two primary vendor files being maintained separately. One list is maintained for the Purchasing/Procurement system and another listing for processing Accounts Payable. Additionally, some agencies may be maintaining additional listings on their shadow systems. The current business process for the University System is to maintain a separate listing for each institution. Thus, potentially a single vendor doing business with the State of North Dakota could be maintained in as many as twelve separate files.

In coming to the decision of a single shared vendor file, the financials teams for the State and University Systems met on several occasions to evaluate the three options below:

- A Single Shared Vendor File
- One Vendor File for State Agencies and One Vendor File the University System
- One Vendor File for State Agencies and One Vendor File for each Higher Ed. Institution

Once all the requirements were identified and ranked against the various options, the single shared vendor file was the overwhelming recommendation. During the coming months the University and State's financial teams will be working jointly to define the business process for the adding and maintaining of vendor information in the PeopleSoft Financials database.



Comments and suggestions regarding this publication are welcome. We encourage questions about this newsletter or the project. To facilitate this process, you may ask a question electronically through the website [FAQ](#) (Frequently Asked Questions) section. It's also a place to view the questions others have asked and the responses of the project teams.